

ADMINISTRATIVE REGULATIONS

TITLE: MOVING OF CLASSROOMS AND OFFICES
CATEGORY: FACILITIES
NUMBER: 4080

I. Rationale:

Efficient deployment of resources occasionally requires changes in building use. This regulation is intended to provide structure to the moving process.

II. Procedures:

A. To accommodate a move of a classroom or office within a school or worksite, the following guidelines apply:

1. School Principals will determine the location of classes and programs within their schools, in consultation with the Superintendent (or designate) and the Facilities Department.
2. Staff affected by a change in building use will be given a written notice of at least five (5) working days prior to commencement.
3. All drawers, desktops and bookshelves that are being moved must be emptied and boxed.
4. Staff must identify and box personal effects and may request maintenance to move them.
5. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials that have been labeled for moving (including professional materials).

B. To accommodate a move to a new worksite, the following guidelines apply:

1. Maintenance department staff will move a staff members belongings to a different worksite if that person is being displaced or moved for operational purposes only. Staff who choose to move locations will not be provided with moving services.
2. Furniture, including furniture or equipment purchased for medical accommodation, is the property of the facility and will not be moved to another location unless the site Administrator gives prior approval.
3. Classes will not be disrupted for moving purposes, except in an emergency

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situation or with consent from the building Principal.

4. To accommodate a move to another location, all personal materials to be moved must be boxed, labeled and ready to move by July 1st. (school name, full teacher name and destination room number). The receiving school must make maintenance requests for building changes, related to the move, with reasonable notice.

5. Materials moved during summer will be delivered to the new school at least one week before the start of school year.

C. Miscellaneous

1. When a maintenance/capital project requires the displacement of a classroom or program, materials will be returned to the general area from which they came.

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References: